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**EFFECTIVE**

February 1, 2022.

**Subject(s)****Administrative Policy Organizational Services (APO) 216,  
Office Space**

- Do not use personal furniture such as stools, chairs, balance/stability balls, curtain/tension rods, screens, etc.
- No items may shield overhead lighting. Use of light covers, shields, canopies etc. are prohibited.
- Do not use overhead coverings and/or cubicle curtains (including umbrellas).

**Note:** Personal/non-state approved furniture or items may be removed by management.

- Keep microwaves, coffee makers/Keurig's and refrigerators in common break areas only. Items located outside of break areas are subject to removal by management.
- An employee should request workspace repair or change through the supervisor, manager or director who will evaluate it and forward the request to the facilities coordinator for submission of a completed MDHHS-2113 to the [Bureau of Organizational Services, Occupancy & Lease Management \(BOS-OLM\) mailbox](#).
- The completed MDHHS-2113 will be reviewed by the appropriate [BOS-OLM project manager](#) for approval prior to scheduling of work. Questions should be directed to appropriate [project manager](#).

*Reason:* Policy clarification.

**MANUAL  
MAINTENANCE  
INSTRUCTIONS**

**Changed Items ...**

[APO 216](#)